



# TITLE VI IMPLEMENTATION PLAN

2022

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## INTRODUCTION

This Title VI Implementation Plan is a part of White County's continual and ongoing effort to proactively meet and exceed the minimum compliance requirements established under Title VI of the Civil Rights Act of 1964 (Title VI), 49 CFR § 26, and the related anti-discrimination statutes and regulations. With this Implementation Plan, White County seeks to provide continued transparency, clarity and technical guidance for internal and external constituents regarding its Title VI program.

## WHITE COUNTY TITLE VI NON-DISCRIMINATION NOTICE & POLICY

White County values each individual's civil rights and wishes to provide equal opportunity and equitable service for the citizens of this state. As a recipient of federal funds, White County conforms to Title VI and all related statutes, regulations, and directives, which provide that no person shall be excluded from participation in, denied benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance from White County on the grounds of race, color, age, sex, sexual orientation, gender identity, disability, national origin, religion, income status or limited English proficiency. White County further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, regardless of whether those programs and activities are federally funded.

It is the policy of White County to comply with Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e; Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107; Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. §§ 4601-4655; 1973 Federal Aid Highway Act, 23 U.S.C. § 324; Title IX of the Education Amendments of 1972, Pub. L. No. 92-318, 86 Stat. 235; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §§ 701 *et seq*; Civil Rights Restoration Act of 1987, Pub. L. No. 100-259, 102 Stat. 28; Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*; Title VIII of the Civil Rights Act 1968, 42 U.S.C. §§ 3601-3631; Exec. Order No. 12898, 59 Fed. Reg. 7629 (1994) (Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations); and Exec. Order No. 13166, 65 Fed. Reg. 50121 (2000) (Improving Access to Services for Persons with Limited English Proficiency).

The Civil Rights Restoration Act of 1987, Pub. L. No. 100-259, 102 Stat. 28, broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of federal-aid recipients, subrecipients and contractors/consultants, regardless of whether such programs and activities are federally assisted.

Pursuant to the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. No. 93-112, 87 Stat. 355, White County hereby gives assurance that no qualified disabled person shall, solely by reason of disability, be excluded from participation in, be denied the benefits of or otherwise be subjected to discrimination, including discrimination in employment, under any program or activity that receives or benefits from this federal financial assistance.

White County also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies and activities on minority and low-income populations. In addition, White County will take reasonable steps to provide meaningful access to services for persons with limited English proficiency (LEP). White County will, where necessary and appropriate, revise, update and incorporate nondiscrimination requirements into appropriate manuals, directives and regulations.

Whenever White County distributes federal-aid funds to a second-tier subrecipient, White County will include Title VI language in all written agreements.

The following individual has been identified as White County's Title VI Coordinator and is responsible for initiating and monitoring Title VI activities, preparing reports and performing other responsibilities, as required by 23 C.F.R. § 200 and 49 C.F.R. § 21.

Leah Hull  
Title VI Program Manager  
PO Box 342  
Monticello, IN 47960  
lhull@whitecountyindiana.us

White County affirms its commitment to nondiscrimination annually by publishing its Annual Title VI Implementation Plan and reaffirming its Assurances of Nondiscrimination, incorporated herein.

**NON-DISCRIMINATION POLICIES**  
**PUBLIC ACCESS TO FACILITIES, PROGRAMS, ACTIVITIES & SERVICES POLICY**

**PART A – POLICY STATEMENT**

I. General Commitment to Non-Discrimination

White County, Indiana prohibits discrimination and/or the exclusion of individuals from its municipal facilities, programs, activities and services based on the individual person's race, color, national origin, sex, age, disability, low-income status, sexual orientation or limited English proficiency. The County affirms its commitment to providing meaningful opportunities and access to municipal facilities, programs, activities and services in an effort to comply with all laws including: Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act of 1990, as amended.

II. Persons with Disabilities

White County, Indiana is committed to including qualified individuals with disabilities in municipal services, programs and activities. For further information please see the White County, Indiana ADA Transition Plan.

III. Limited English Speaking (LEP) Persons

White County, Indiana is committed to providing persons with Limited English Proficiency (LEP) meaningful access and equal opportunity to participate in our services, activities and programs. The County will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in our services, activities, programs and other benefits.

Which documents must be translated, when oral translation is necessary, and whether such services must be immediately available depend on many factors. As a result, the County is committed to following the United States Department of Justice (USDOJ) guidance on making such determinations, which includes determining:

- 1) Number or Proportion of LEP Individuals
- 2) Frequency of Contact with the Program
- 3) Nature and Importance of the Program
- 4) Resources Available to the County

IV. Contacting the County

Individuals with requests for services, questions or complaints concerning the County Non-Discrimination Policy on “Public Access to Facilities, Programs, Activities & Services Policy” should contact the County’s Title VI Coordinator. The Title VI Coordinator for White County, Indiana is:

Leah Hull  
Title VI Coordinator  
PO Box 342  
110 N Main St  
Monticello, IN 47960  
574-583-4585

## **PART B – NON-DISCRIMINATION STANDARD OPERATING PROCEDURES**

### **I. Elimination of Discrimination**

White County, Indiana will continue to work to identify and eliminate discrimination on race, color, national origin, sex, age, disability, low-income status, sexual orientation or limited English proficiency. If discrimination is found to exist, White County, Indiana will implement appropriate policies, procedures or programs to eliminate the discrimination. Programs and procedures, include, but are not limited to: *Limited English Proficiency access plan; extend contracting and subcontracting activities to Disadvantaged Business Enterprises (DBE) and non-DBE minority and female owned business; and monitoring contractors and consultants for Title VI compliance.*

### **II. Public Outreach**

White County, Indiana is committed to providing the general public with information on the non-discrimination protections provided by Title VI, Section 504 and the ADA. White County, Indiana will pursue all available opportunities to educate the public on issues relating to discrimination under Title VI, Section 504 and the ADA. Public outreach may include, but is not limited to, *posting the County’s non-discrimination policy in public locations, including the County’s non-discrimination policy in public notices as appropriate, and posting the County’s non-discrimination policy on the County website.*

### **III. Limited English Proficiency**

White County, Indiana will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in our services, activities, programs and other benefits.

For any program or project receiving federal funds White County, Indiana will conduct a four-part analysis to determine what, if any, limited English proficiency services will be required.

*The four factors to be considered in determining the need and type of language assistance services are:*

- 1. Number or Proportion of LEP Individuals*

2. *Frequency of Contact with the Program*
3. *Nature and Importance of the Program*
4. *Resources Available to the County*

If a review of the first two factors show that less than five percent (5%) of the intended beneficiaries of the program or project are limited English proficient, no language assistance measures will be developed for that program or project.

However, in an effort to ensure that persons with Limited English Proficiency have meaningful access and equal opportunity, White County, Indiana will accommodate any and all requests for oral or written translation services.

If more the five percent (5%) of the intended beneficiaries of the program or project are limited English proficient, White County, Indiana will review the nature and importance of the program or project to determine what language assistance measures should be developed for the program or project. The resources available to the County should be considered in determining the appropriate language assistance measures. Language assistance measures may include, but are not limited to, *oral translation services, including the use of a telephone interpreter line, and written translation services.*

#### IV. Monitoring Contractors and Consultants

*The County will ensure that all federally funded contracts contain required Title VI assurances prohibiting discrimination in violation of the County's policy on non-discrimination.* The County will monitor consultants and contractors for compliance with the County's non-discrimination policy. The County will promptly investigate any alleged claim of discrimination and will work with the consultant or contractor to obtain voluntary compliance with the County's non-discrimination policy.

#### **PART C – COMPLAINT PROCEDURE**

Any person who believes that he or she, on the basis of race, color, national origin, gender, age, disability, religion, low income status, or Limited English Proficiency, has been excluded from or denied participation in, been denied the benefits of, or otherwise been subjected to discrimination in or under any program or activity receiving federal funding assistance in violation of Title VI of the Civil Rights Act of 1964, as amended and its related statutes, regulations and directives, may submit a complaint. White County, Indiana assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

*Complaint forms may be found on the County website.* Individuals are not required to use the complaint form and may submit a complaint in any format that includes the name, address and telephone number of the individual complaining and brief description of the alleged discriminatory conduct including the date of harm. An individual submitting a complaint alleging discrimination may include relevant

evidence, including the names of witnesses and supporting documentation. A complaint must be signed by the complainant.

Complaint forms must be submitted within one hundred eighty (180) days of the date of the alleged discrimination. Complaint form should be directed to:

Leah Hull  
Title VI Coordinator  
PO Box 342  
110 N Main St  
Monticello, IN 47960  
574-583-4585

Within (60) sixty days of the receipt of the complaint, the Title VI Coordinator will conduct an investigation of the allegation based on the information provided and issue a written report of its findings to the complainant. The Title VI coordinator will try to obtain an informal voluntary resolution to all complaints at the lowest level possible.

Any person aggrieved by the findings of the Title VI Coordinator may, within fifteen (15) days of the receipt of the response of the Title VI Coordinator, file an appeal to the Office of the County Commissioners. Within (15) fifteen calendar days after receipt of the appeal of the Title VI Coordinator's report, the County Commissioners or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within (15) fifteen calendar days of the meeting, the Office of the County Commissioners will respond in writing, will explain the position of the County Commissioners and offer a final resolution of the complaint.

These procedures do not deny the right of any individual to file a formal complaint with any government agency or affect an individual's right to seek private counsel for any complaint alleging discrimination.

Complaints may also be filed with the following governmental agencies:

<u>Indiana Department of Transportation</u> Economic Opportunity Division 100 N. Senate Ave, Room N750 Indianapolis, IN 46204 Phone: (317) 233-6511 Fax: (317) 233-089	<u>Indianapolis District EEOC Office</u> 101 West Ohio Street, Suite 1900 Indianapolis, IN 46204 Phone: (800) 66-4000 Fax: (317) 226-7953 TTY: 1 (800) 669-6820	<u>Indiana Civil Rights Commission</u> 100 N. Senate Ave, Room N103 Indianapolis, IN 46204 Phone: (317) 232-2600 Fax: (317) 232-6560 Hearing Impaired: 1 (800) 743-3336
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**White County, Indiana Title VI Assurances**

White County (hereinafter referred to as the "Recipient") HEREBY AGREES THAT as a condition to receiving any Federal financial assistance from the Department of Transportation and the Federal Highway Administration, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-2 U.S.C. 2000d-4 (hereinafter referred to as the "Act"), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations (CFR), Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation- Effectuation of Title VI of the Civil Rights Act of 1964, Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes – Implementation and Review Procedures (hereinafter referred to as the "Regulations") and other pertinent nondiscrimination authorities and directives, to the end that in accordance with the Act, Regulations, and other pertinent nondiscrimination authorities and directives, no person in the United States shall, on the grounds of race, color, national origin, sex (23 USC 324), age (42 USC 6101), disability, (29 USC 790), religion, low income status (Executive Order 12898), sexual orientation, or limited English proficiency (Executive Order 13166) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the Department of Transportation, including the Indiana Department of Transportation (INDOT), and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by Title 49 Code of Federal Regulations, subsection 21.7(a)(1) and Title 23 Code of Federal Regulations, section 200.9(a) (1) of the Regulations, copies of which are attached.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances with respect to its Federal Aid Transportation Program:

1. That the Recipient agrees that each "program" and each "facility" as defined in 49 CFR subsections 21.23(e) and (b) and 23 CFR 200.5(k) and (g) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all Federal Aid Transportation Program and, in adapted form in all proposals for negotiated agreements:

White County in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation and Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes, issued pursuant to such Acts, hereby notifies all bidders that it will affirmatively insure that in any contact entered into pursuant to this advertisement,

disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability, religion, low income status, sexual orientation, or limited English proficiency in consideration for an award.

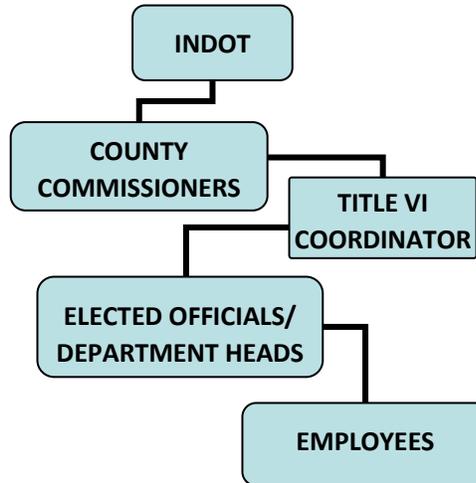
3. That the Recipient shall insert the clauses of Appendix A of this assurance in every contract subject to the Acts and the Regulations.
4. That the Recipient shall insert the clauses of Appendix B of this assurance, 'as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over or under such property.
7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses , and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under the Federal Aid Transportation Program; and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under the Federal Aid Transportation Program.
8. That this assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon , in which case the assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.
9. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he delegates specific authority to give reasonable guarantee that it, other recipients, sub-grantees, contractors, sub-contractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.

10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Recipient Department of Transportation under the Federal Aid Transportation Program and is binding on it, other recipients, sub-grantees, contractors, sub-contractors, transferees, successors in interest and other participants in the Federal Aid Transportation Program. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the recipient:

# WHITE COUNTY ORGANIZATION AND STAFFING

## TITLE VI ORGANIZATIONAL CHART



## WHITE COUNTY DEPARTMENT HEAD LISTING

### ASSESSOR'S Office

Lisa Downey 583-2386

### AUDITOR'S OFFICE

Gayle Rogers 583-1515

### RECORDER'S OFFICE

Lori Austin 583-5114

### TREASURER'S OFFICE

Barbara Nydegger 583-1516

### AREA PLAN

Joe Rogers 583-2917

### CLERK OF THE COURT

Laura Cosgray 583-8637

### COMMISSIONER'S

Commissioners 583-4879

- David Diener

-Steven Burton

-James Davis

### PROSECUTOR'S OFFICE

Prosecutor 583-2470

-Robert Guy

### SURVEYOR'S OFFICE

Brad Ward 583-1534

### CIRCUIT COURT

Judge Thompson 583-5032

**PROBATION**

Melinda Provo 583-1537

**SUPERIOR COURT**

Judge Woolley 583-1548

**HR DEPARTMENT**

Leah Hull 583-4585

**ADA/Title VI Coordinator****IT DEPARTMENT**

Michael Clerget 583-2128

**MAINTENANCE**

Mark German 583-4866

**CORONER**

Tony Deibel 583- 1519

**ENVIRONMENTAL OFFICE**

Jim Reynolds 583-2436

**HEALTH DEPT.**

Katie Blackman 583-4025

**EMERGENCY MGT**

Chris Springer 583-4693

**COMMUNITY CORRECTIONS**

Director 583-4175

**E-911 DEPT.**

Terri Brooks 583-5955

**SHERIFF'S DEPT**

Sheriff/Jail 583-2251

Bill Brooks, Sheriff

David Roth, Chief Deputy

Curt Blount, Jail Commander

Dee Williams, Matron

**EXTENSION OFFICE**

Andrew Westfall (219) 984-5115

**HIGHWAY DEPT.**

Mike Kyburz (219) 984-5851

**RECYCLING**

Dawn Girard 219-984-5275

**SOLID WASTE OFFICE**

Mindy Gleason 583-5976

**SOIL & WATER**

Shannon O'Farrell 583-7622 x 106

**ECONOMIC DEV.**

Randy Mitchell, Pres. 583-6557

**VETERAN'S OFFICE**

Nathan Baker 583-5937

## WHITE COUNTY OVERVIEW OF TITLE VI PROGRAM: DATA COLLECTION, ANALYSIS & REPORTING

The type of data collected is dependent on the program area's objective. White County collects various types of data to ensure compliance with Title VI. Some information is collected for a period of time with the objective of determining what data needs to be collected.

The following types of data are currently being collected by White County:

- Complaints received, logged, processed and investigated by White County
- Limited English Proficiency reports
- Title VI Training
- Public Involvement Survey

## COMPLAINTS OF DISCRIMINATION

### HOW TO FILE A COMPLAINT?

While a Complainant may preliminarily submit his or her complaint by mail, facsimile, or email to the Title VI Coordinator, a signed, original copy of the complaint must be mailed to the Title VI Coordinator to officially begin the complaint process. Any person with a disability may request to file his or her complaint using an alternative format. White County does not require a Complainant to use the White County complaint form when submitting his or her complaint.

Direct all complaints of discrimination pursuant to Title VI to:

Leah Hull, Title VI Coordinator  
PO Box 342  
110 N Main St  
Monticello, IN 47960  
574-583-4585  
lhull@whitecountyindiana.us

### ELEMENTS OF A COMPLETE COMPLAINT

A complaint must be both written and signed to be complete. Verbal complaints must be reduced to writing and provided to the Complainant for confirmation, review and signature before processing. The complaint form is available for download from the White County website at: [www.whitecountyindiana.us](http://www.whitecountyindiana.us)

Additionally, a complaint must include the following information:

- The full name and address of the Complainant;
- The full name and address of the Respondent, the individual, agency, department or program that allegedly discriminated against Complainant; and
- A description of the alleged discriminatory act(s) that violated Title VI (i.e., an act of intentional discrimination or one that has the effect of discriminating on the basis of race, color, national origin, sex, age or disability) and the date of occurrence.

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## PROCESSING COMPLAINTS

The Title VI Coordinator will process all complaints. The Title VI Coordinator is responsible for:

- The Title VI Coordinator will review the complaint upon receipt to ensure that all required information is provided, the complaint meets the filing deadline date which is 180 days from the date the alleged discriminatory act occurred, and falls within the jurisdiction of the County.
- The Title VI Coordinator will then investigate the complaint. Additionally, a copy of the complaint will be forwarded to the County Attorney.
- If the complaint warrants a full investigation, the Complainant will be notified in writing by certified mail. This notice will name the investigator and/or investigating agency.
- The party alleged to have acted in a discriminatory manner will also be notified by certified mail as of the complaint. This letter will also include the investigator's name and will request that this party be available for an interview.
- Any comments or recommendations from legal counsel will be reviewed by the Title VI Coordinator and Board of Commissioners.
- Once the County has investigated the report findings, the County will adopt a final resolution.
- All parties associated with the complaint will be properly notified of the outcome of the County's investigative report.
- If the complainant is not satisfied with the results of the investigation of the alleged discriminatory practice(s), she/he shall be advised of their right to appeal the County's decision. Appeals must be filed within 180 days after the County's final resolution. Unless new facts not previously considered come to light, reconsideration of the County's determination will not be available.
- The foregoing complaint resolution procedure will be implemented in accordance with the Department of Justice guidance manual entitled "Investigation Procedures Manual for the Investigation and Resolution of Complaints Alleging Violations of Title VI and Other Nondiscrimination Statutes," available online at:  
<http://www.justice.gov/crt/about/cor/Pubs/manuals/complain.pdf>

In accordance with Title VI of the Civil Rights Act of 1964, each Federal agency shall ensure that all programs or activities receiving Federal financial assistance that affect human health or the environment do not directly, or through other arrangements, use criteria, methods, or practices that discriminate on the basis of race, color, or national origin. Part of Title VI reads, “No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance.”

The three fundamental environmental justice (EJ) principles are:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations;
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process; and
- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority populations and low-income populations.

White County is committed to these three environmental justice principles in all work that the County performs.

#### LIMITED ENGLISH PROFICIENCY (LEP) POLICY

On August 11, 2000, the President signed an executive order, Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency (LEP), to clarify Title VI of the Civil Rights Act of 1964. It has as its purpose, to ensure meaningful access to programs and services to otherwise eligible persons who are not proficient in the English language. In addition, The US Department of Transportation published Policy Guidance Concerning Recipients’ responsibilities to Limited English Proficient Person in the December 14, 2005 Federal Register. This guidance outlines the following four factors that the County uses to access the LEP populations in White County.

1. The number and proportion of LEP persons eligible to be served or likely to be encountered by the County.
2. The frequency with which LEP individuals come into contact with the program, activity or service.
3. The nature and importance of the program, activity, or service provided by the program.

#### 4. The resources available to the County and costs.

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### SUMMARY OF LEP ACCOMMODATION PLAN

- White County strives to serve its population to the best of its ability and will provide upon request, services to assist the LEP population including translation of vital documents and interpretation services deemed necessary to provide meaningful access to County services.
- A U.S. Census Bureau I Speak card is available as part of this document. This card allows LEP individuals to communicate their preferred language to County Staff whereas County Staff may then access a translation service as determined by the County.
- White County utilizes a voluntary public involvement survey to collect information regarding persons affected by proposed projects. The survey permits respondents to remain anonymous, while voluntarily answering questions regarding their gender, ethnicity, race, age, sex, disability status, and household income. Once the survey data has been collected, it will be reviewed and then the survey will be placed in a file for future reference. In the case enough surveys are collected over time to show a significant increase in LEP populations, the County may consider changes to their LEP policy. Completed surveys shall be retained for a period of three years from the date of the meeting and/or completion of the related project, if applicable.
- The County reviews written Title VI complaints and ensures every effort is made to resolve complaints informally at the local or regional level and review and update the County's Title VI plan and procedures as required.
- Staff for the County will be provided training on the requirements for providing meaningful access to services for LEP persons and new employees will receive the same training.

### TITLE VI TRAINING

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### EMPLOYER/EMPLOYEE DISSEMINATION & TRAINING

White County has incorporated the EEO Policy in the current Employee Personnel Policies handbook.

At the time of Hire: EEO policy education will be provided to all White County employees. White County employees will be required to sign an acknowledgement of receipt indicating

they have received and reviewed the Personnel Policies handbook. Employees will be provided with updated education and literature as White County deems necessary.

Ongoing Training provided to current employees: Current employees will receive training Bi-Annually. Training will typically consist of a PowerPoint presentation.

Employees will be expected to follow the EEO and Title VI policies and the guidelines set forth. In addition, White County employees should make every effort to alleviate any barriers to service or public use that would restrict public access or usage, take prompt and reasonable action to avoid or minimize discrimination incidences and immediately notify the Title VI Coordinator, in writing, of any questions, complaints or allegations of discrimination.

## PUBLIC INVOLVEMENT

### DATA COLLECTION

Pursuant to 23 CFR 200.9(b) (4), White County shall collect and analyze statistical information regarding demographics to assist in monitoring and ensuring nondiscrimination in all of its programs and activities.

White County shall utilize a voluntary Title VI public involvement survey that will be available at all public hearings and meetings. The survey will allow respondents to remain anonymous. The survey will ask questions regarding the respondent's gender, ethnicity, race, age, income and if they are disabled. The facilitator of the public hearings and meetings will make an announcement at the beginning of the meeting informing attendees of the survey and its purpose and a request will be made for the attendees to complete the voluntary survey.

Completed surveys will be retained by the Title VI Coordinator for three (3) years.

The Title VI Coordinator will also collect and report statistical data for the past three (3) years as it relates to the number of federally funded projects, complaints filed and the results of those complaints, any requests for language services, demographic statistics and department compliance reviews.

### COMMUNITY INVOLVEMENT & OUTREACH

White County is committed to ensuring that community involvement and outreach is done in a respectful and appropriate manner that will allow for diverse involvement. Public meetings, programs and activities will provide equitable opportunities for participation.

Any meetings that are open to the public are published on the White County website's main page. All White County public meetings are held in locations accessible to individuals with disabilities. Upon request, translators can be provided free of charge to those individuals with limited English proficiency. Auxiliary aids are also available upon request. Requests must be made within forty-eight (48) hours in advance.

Also published on the White County website are various meeting agenda's, meeting minutes, notices, events and news. Some departments within White County utilize signage, media and social media websites as another avenue to communicate with the community.

## REVIEW OF PROGRAM AREA

This section outlines annual goals set forth by White County to comply with Title VI requirements and statutes. This list will be monitored for updates and additions.

## 2021 WORK PLAN

### 2021 Goals

- Continue to make efforts to make White County buildings and programs accessible
- Maintain encounter logs
- Gain Approval & maintain Implementation Plan revision
- Offer training to all employees
- Collect Logs
- Coordinator attendance of 2019 Title VI Training
- Create Job Description
- maintain Organizational Chart
- Continue to enhance Title VI policy and maintain compliance
- Continue to utilize and update technology to enhance access to the public
- Continue plans to update and provide better access to county buildings (move forward with plans to provide more handicap parking spaces for the courthouse)

### 2021 Accomplishments as of 8-31-21

- Title VI Complaint and encounter Logs maintained
- Voluntary Public Involvement Survey distributed in public meetings
- Created draft of updated Implementation Plan
- Continue offering virtual Commissioner and Council meetings
- EMA moved to a new ADA compliant building to provide better access to the public

### **2022 Goals**

- Continue to make efforts to make White County buildings and programs accessible
- Maintain encounter logs
- Gain Approval & maintain Implementation Plan revision
- Offer training to all employees
- Collect Logs
- Coordinator attendance of Title VI Training
- Create Job Description
- maintain Organizational Chart
- Continue to enhance Title VI policy and maintain compliance
- Continue to utilize and update technology to enhance access to the public
- Continue plans to update and provide better access to county buildings

### **2022 Accomplishments as of July 1, 2022**

- Title VI Complaint and encounter Logs maintained
- Voluntary Public Involvement Survey distributed in public meetings
- Created draft of updated Implementation Plan
- Offer virtual Commissioner and Council meetings
- Changing the County Website to make it more accessible
- Additional technology added into Conference rooms to allow more meetings to be conducted virtually

## WHITE COUNTY DEMOGRAPHICS

### White County, Indiana

Population Estimates, July 1 2021, (V2021)    
24,651

People

#### Population

Population Estimates, July 1 2021, (V2021)	<input type="checkbox"/> <input type="checkbox"/> 24,651
Population estimates base, April 1, 2020, (V2021)	<input type="checkbox"/> <input type="checkbox"/> 24,688
Population, percent change - April 1, 2020 (estimates base) to July 1, 2021, (V2021)	<input type="checkbox"/> <input type="checkbox"/> -0.1%
Population, Census, April 1, 2020	24,688
Population, Census, April 1, 2010	24,643

#### Age and Sex

Persons under 5 years, percent	<input type="checkbox"/> <input type="checkbox"/> 6.1%
Persons under 18 years, percent	<input type="checkbox"/> <input type="checkbox"/> 23.2%
Persons 65 years and over, percent	<input type="checkbox"/> <input type="checkbox"/> 20.3%
Female persons, percent	<input type="checkbox"/> <input type="checkbox"/> 50.2%

#### Race and Hispanic Origin

White alone, percent	<input type="checkbox"/> <input type="checkbox"/> 96.4%
Black or African American alone, percent <a href="#">(a)</a>	<input type="checkbox"/> <input type="checkbox"/> 0.9%
American Indian and Alaska Native alone, percent <a href="#">(a)</a>	<input type="checkbox"/> <input type="checkbox"/> 0.7%
Asian alone, percent <a href="#">(a)</a>	<input type="checkbox"/> <input type="checkbox"/> 0.6%
Native Hawaiian and Other Pacific Islander alone, percent <a href="#">(a)</a>	<input type="checkbox"/> <input type="checkbox"/> 0.1%
Two or More Races, percent	<input type="checkbox"/> <input type="checkbox"/> 1.3%
Hispanic or Latino, percent <a href="#">(b)</a>	<input type="checkbox"/> <input type="checkbox"/> 8.8%
White alone, not Hispanic or Latino, percent	<input type="checkbox"/> <input type="checkbox"/> 88.8%

## Population Characteristics

Veterans, 2016-2020	1,714
Foreign born persons, percent, 2016-2020	4.5%

### Housing

Housing units, July 1, 2021, (V2021)	12,905
Owner-occupied housing unit rate, 2016-2020	78.5%
Median value of owner-occupied housing units, 2016-2020	\$119,200
Median selected monthly owner costs -with a mortgage, 2016-2020	\$1,015
Median selected monthly owner costs -without a mortgage, 2016-2020	\$396
Median gross rent, 2016-2020	\$714
Building permits, 2021	42

### Families & Living Arrangements

Households, 2016-2020	9,792
Persons per household, 2016-2020	2.44
Living in same house 1 year ago, percent of persons age 1 year+, 2016-2020	86.7%
Language other than English spoken at home, percent of persons age 5 years+, 2016-2020	7.7%

### Computer and Internet Use

Households with a computer, percent, 2016-2020	89.0%
Households with a broadband Internet subscription, percent, 2016-2020	81.5%

### Education

High school graduate or higher, percent of persons age 25 years+, 2016-2020	89.2%
Bachelor's degree or higher, percent of persons age 25 years+, 2016-2020	16.7%

### Health

With a disability, under age 65 years, percent, 2016-2020	12.2%
Persons without health insurance, under age 65 years, percent	□□ 12.7%

### Economy

In civilian labor force, total, percent of population age 16 years+, 2016-2020	60.2%
In civilian labor force, female, percent of population age 16 years+, 2016-2020	52.5%
Total accommodation and food services sales, 2017 (\$1,000)(c)	28,899
Total health care and social assistance receipts/revenue, 2017 (\$1,000)(c)	66,840
Total transportation and warehousing receipts/revenue, 2017 (\$1,000)(c)	48,173
Total retail sales, 2017 (\$1,000)(c)	316,381
Total retail sales per capita, 2017(c)	\$13,085

### Transportation

Mean travel time to work (minutes), workers age 16 years+, 2016-2020	24.3
--	------

### Income & Poverty

Median household income (in 2020 dollars), 2016-2020	\$53,865
Per capita income in past 12 months (in 2020 dollars), 2016-2020	\$27,948
Persons in poverty, percent	□□

## Businesses

**Businesses**

Total employer establishments, 2020	583
Total employment, 2020	7,486
Total annual payroll, 2020 (\$1,000)	300,949
Total employment, percent change, 2019-2020	-4.0%
Total nonemployer establishments, 2018	1,457
All employer firms, Reference year 2017	579
Men-owned employer firms, Reference year 2017	286
Women-owned employer firms, Reference year 2017	111
Minority-owned employer firms, Reference year 2017	<a href="#">S</a>
Nonminority-owned employer firms, Reference year 2017	503
Veteran-owned employer firms, Reference year 2017	<a href="#">S</a>
Nonveteran-owned employer firms, Reference year 2017	469

## Geography

**Geography**

Population per square mile, 2020	48.9
Population per square mile, 2010	48.8
Land area in square miles, 2020	505.14
Land area in square miles, 2010	505.13
FIPS Code	18181

[About datasets used in this table](#)

**Value Notes**

Estimates are not comparable to other geographic levels due to methodology differences that may exist between different data sources.

Some estimates presented here come from sample data, and thus have sampling errors that may render some apparent differences between geographies statistically indistinguishable. Click the Quick Info  icon to the left of each row in TABLE view to learn about sampling error.

The vintage year (e.g., V2021) refers to the final year of the series (2020 thru 2021). Different vintage years of estimates are not comparable.

Users should exercise caution when comparing 2016-2020 ACS 5-year estimates to other ACS estimates. For more information, please visit the [2020 5-year ACS Comparison Guidance](#) page.

**Fact Notes**

- (a)Includes persons reporting only one race
- (c)Economic Census - Puerto Rico data are not comparable to U.S. Economic Census data

- (b)Hispanics may be of any race, so also are included in applicable race categories

### **Value Flags**

- -Either no or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest or upper interval of an open-ended distribution.
- FFewer than 25 firms
- DSuppressed to avoid disclosure of confidential information
- NData for this geographic area cannot be displayed because the number of sample cases is too small.
- FNFootnote on this item in place of data
- XNot applicable
- SSuppressed; does not meet publication standards
- NANot available
- ZValue greater than zero but less than half unit of measure shown

QuickFacts data are derived from: Population Estimates, American Community Survey, Census of Population and Housing, Current Population Survey, Small Area Health Insurance Estimates, Small Area Income and Poverty Estimates, State and County Housing Unit Estimates, County Business Patterns, Nonemployer Statistics, Economic Census, Survey of Business Owners, Building Permits.

# APPENDIX

- A. Assurances
- B. Complaint Policy
- C. Complaint Log
- D. External Complaint Procedure/Form
- E. Public Involvement Survey
- F. I Speak Cards

## **APPENDIX A: ASSURANCES**

White County (hereinafter referred to as the "Recipient") HEREBY AGREES THAT as a condition to receiving any Federal financial assistance from the Department of Transportation and the Federal Highway Administration, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-42 U.S.C. 2000d-4 (hereinafter referred to as the "Act"), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations (CFR), Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation- Effectuation of Title VI of the Civil Rights Act of 1964, Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes - Implementation and Review Procedures (hereinafter referred to as the "Regulations") and other pertinent nondiscrimination authorities and directives, to the end that in accordance with the Act, Regulations, and other pertinent nondiscrimination authorities and directives, no person in the United States shall, on the grounds of race, color, national origin, sex (23 USC 324), age (42 USC 6101), disability, (29 USC 790), religion, low income status (Executive Order 12898), sexual orientation, or limited English proficiency (Executive Order 13166) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the Department of Transportation, including the Indiana Department of Transportation (INDOT), and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by Title 49 Code of Federal Regulations, subsection 21.7(a)(1) and Title 23 Code of Federal Regulations, section 200.9(a) (1) of the Regulations, copies of which are attached.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances with respect to its Federal Aid Transportation Program:

10. That the Recipient agrees that each "program" and each "facility" as defined in 49 CFR subsections 21.23(e) and (b) and 23 CFR 200.5(k) and (g) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
11. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all Federal Aid Transportation Program and, in adapted form in all proposals for negotiated agreements:

White County in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation and Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes, issued pursuant to such Acts, hereby notifies all bidders that it will affirmatively insure that in any contact entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability, religion, low income status, sexual orientation, or limited English proficiency in consideration for an award.

12. That the Recipient shall insert the clauses of Appendix A of this assurance in every contract subject to the Acts and the Regulations.
13. That the Recipient shall insert the clauses of Appendix B of this assurance, 'as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
14. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.
15. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over or under such property.
16. That the Recipient shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses , and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under the Federal Aid Transportation Program; and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under the Federal Aid Transportation Program.
17. That this assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon , in which case the assurance

obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.

18. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he delegates specific authority to give reasonable guarantee that it, other recipients, sub-grantees, contractors, sub-contractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.

10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Recipient Department of Transportation under the Federal Aid Transportation Program and is binding on it, other recipients, sub-grantees, contractors, sub-contractors, transferees, successors in interest and other participants in the Federal Aid Transportation Program. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the recipient:

## APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

- (1) **Compliance with Regulations:** The contractor shall comply with the Regulation relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, and the Federal Highway Administration (hereinafter "FHWA") Title 23, Code of Federal Regulations, Part 200 as they may be amended from time to time, (hereinafter referred to as the "Regulations"), which are herein incorporated by reference and made a part of this contract.
- (2) **Nondiscrimination:** The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, national origin, sex, age, disability, religion, low income sexual orientation, or limited English proficiency in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by 49 CFR, section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3) **Solicitations for Subcontractors, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, sex, age, disability, religion, low income status, sexual orientation, or limited English proficiency.
- (4) **Information and Reports:** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by White County, Indiana Department of Transportation (INDOT) or the FHWA to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to White County, INDOT or the FHWA as appropriate, and shall set forth what efforts it has made to obtain the information.

(5) **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, White County shall impose such contract sanctions as it, INDOT, or the FHWA may determine to be appropriate, including, but not limited to:

(a.) withholding of payments to the contractor under the contract until the contractor complies, and/or

(b.) cancellation, termination or suspension of the contract, in whole or in part.

(6) **Incorporation of Provisions:** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.

The contractor shall take such action with respect to any subcontract or procurement as White County, INDOT or the FHWA may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request White County to enter into such litigation to protect the interests of White County and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United State

## APPENDIX B

The following clauses shall be included in any and all deeds effecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

### **(GRANTING CLAUSE)**

NOW, THEREFORE, the Department of Transportation, as authorized by law, and upon the condition that White County will accept title to the lands and maintain the project constructed thereon, in accordance with Title 23, United States Code of Federal Regulations, the Regulations for the Administration of Federal-Aid Highway Programs and the policies and procedures prescribed by FHWA, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation and Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto White County all the right, title and interest of White County in and to said lands described in Exhibit "A" attached hereto and made a part hereof.

### **(HABENDUM CLAUSE)**

TO HAVE AND TO HOLD said lands and interests therein unto White County and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and shall be binding on White County, its successors and assigns.

White County, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of race, color, or national origin, sex, age, and disability/handicap, and low income be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on over or under such lands hereby conveyed, and (2) that White County shall use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or

pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of -the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation- Effectuation of Title VI of the Civil Rights Act of 1964, Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes - Implementation and Review Procedures, and as said Regulations may be amended, and (3) that in the event of breach of any of the above- mentioned nondiscrimination conditions, the White County shall have a right to re-enter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of White County and its assigns as such interest existed prior to this instruction.\*

## APPENDIX C

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by White County pursuant to the provisions of Assurance 7(a).

The (grantee, licensee, lessee, permittee, etc., as appropriate) for himself, his heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes – Implementation and Review Procedures, and as said Regulations may be amended.

[Include in licenses, leases, permits, etc.]

That in the event of breach of any of the above nondiscrimination covenants, White County shall have the right to terminate the [license, lease, permit, etc.] and to re-enter and repossess said land and the facilities thereon, and hold the same as if said [licenses, lease, permit, etc.] had never been made or issued.

[Include in deed.]\*

That in the event of breach of any of the above nondiscrimination covenants, White County shall have the right to re-enter said lands and facilities thereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of White County and its assigns.

The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by White County pursuant to the provisions of Assurance 7(b).

The (grantee, licensee, lessee, permittee, etc., as appropriate) for himself, his personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds, and leases add "as a covenant running with the land") that (1) no person on the ground of race, color, national origin, sex, age, disability,

religion, low income status, sexual orientation, or limited English proficiency shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over or under such land and the furnishing of services thereon, no person on the ground of, race, color, national origin, sex, age, disability, religion, low income status, sexual orientation, or limited English proficiency shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) shall use the premises in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations. Department of Transportation, Subtitle A, Office of the Secretary. Part 21, Nondiscrimination **in** Federally-assisted programs of the Department of Transportation- Effectuation of Title VI of the Civil Rights Act of 1964), Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes – Implementation and Review Procedures, and as said Regulations may be amended.

[Include in licenses, leases, permits, etc.]\*

That in the event of breach of any of the above nondiscrimination covenants, White County shall have the right to terminate the [license, lease, permit, etc.] and to re-enter and repossess said land and the facilities thereon, and hold the same as if said [license, lease, permit, etc.] had never been made or issued.

[Include in deeds]

That in the event of breach of any of the above nondiscrimination covenants, White County shall have the right to re-enter said land and facilities thereon, and the above-described lands and facilities shall thereupon revert to and vest in and become the absolute property of White County and its assigns.

## APPENDIX B: COMPLAINT POLICY

# White County Complaint Policy

Any person who believes that he or she as a member of a protected class, has been discriminated against based on race, color, national origin, gender, age, disability, religion, low income status, sexual orientation, or Limited English Proficiency in violation of Title VI of the Civil Rights Act of 1964, as amended and its related statutes, regulations and directives, Section 504 of the Vocational Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, as amended, the Civil Rights Restoration Act of 1987, as amended, and any other Federal nondiscrimination statute may submit a complaint. A complaint may also be submitted by a representative on behalf of such a person.

It is the policy of White County, Indiana, to conduct a prompt and impartial investigation of all allegations of discrimination and to take prompt effective corrective action when a claim of discrimination is substantiated.

No one may intimidate, threaten, coerce or engage in other discriminatory conduct against anyone because they have taken action or participated in an action to secure rights protected by the civil rights laws. Any individual alleging such harassment or intimidation may submit a complaint by following the procedure printed below.

Any individual who feels that he or she has been discriminated against may submit a written or verbal complaint. The complaint must be submitted within 180 days of the alleged discrimination. Complaint forms may be found on White County's website, or at the Commissioner's Office. Individuals are not required to use White County's complaint form and may submit a complaint in any format that includes the name, address and telephone number of the individual complaining and brief description of the alleged discriminatory conduct including the date of harm. An individual submitting a complaint alleging discrimination may include relevant evidence, including the names of witnesses and supporting documentation. A complaint must be signed by the complainant.

Generally, a complaint should include the name, address and telephone number of the individual complaining (complainant) and a brief description of the alleged discriminatory conduct including the date of harm. An individual submitting a complaint alleging discrimination may include any relevant evidence, including the names of witnesses and supporting documentation.

Complaints should be directed to:

Leah Hull  
Title VI Coordinator  
PO Box 342  
110 N Main St  
Monticello, IN 47960  
574-583-4585

Within 60 days of the receipt of the complaint White County will conduct an investigation of the allegation based on the information provided and issue a written report of its findings to the

complainant. White County will try to obtain an informal voluntary resolution to all complaints at the lowest level possible.

A complainant's identity shall be kept confidential except to the extent necessary to conduct an investigation. All complaints shall be kept confidential.

These procedures do not deny the right of any individual to file a formal complaint with any government agency or affect an individual's right to seek private counsel for any complaint alleging discrimination.

Complaints may also be filed with the following government agencies:

Indianapolis District EEOC Office  
101 West Ohio Street, Ste 1900  
Indianapolis, IN 46204  
Phone: (800) 669-4000  
Fax: (317) 226-7953  
TTY: 1 (800) 669-6820

Indiana Civil Rights Commission  
100 N. Senate Ave., Room N103  
Indianapolis, IN 46204  
Toll Free: 1 (800) 628-2909  
Phone: (317) 232-2600  
Fax: (317) 232-6560  
Hearing Impaired: 1 (800) 743-3336

## **APPENDIX C: COMPLAINT LOG**



**APPENDIX D: EXTERNAL COMPLAINT PROCEDURE**

## **EXTERNAL COMPLAINT OF DISCRIMINATION**

### **INSTRUCTIONS:**

The purpose of this form is to help any person interested in filing a discrimination complaint with White County. You are not required to use this form. You may write a letter with the same information, sign it, and return it to the address below. All bold items must be completed for your complaint to be investigated. Failure to provide complete information may impair the investigation of your complaint.

Title VI of the Civil Rights Act of 1964, as amended and its related statutes and regulations (Title VI) prohibit discrimination on the basis of race, color, national origin, sex, age, disability/handicap, or income status in connection with programs or activities receiving federal financial assistance for the United States Department of Transportation, Federal Highway Administration, and/or Federal Transit Administration. These prohibitions extend to White County as a sub-recipient of federal financial assistance.

Upon request, assistance will be provided if you are an individual with a disability or have limited English proficiency. Complaints may also be filed using alternative formats such as computer disk, audiotape, or Braille.

You also have the right to file a complaint with other state or federal agencies that provide federal financial assistance to White County. Additionally, you have the right to seek private counsel.

White County is prohibited from retaliating against any individual because he or she opposed an unlawful policy or practice, filed charges, testified, or participated in any complaint action under Title VI or other nondiscrimination authorities.

Please make a copy of your complaint form for your personal records. Do not send your original documents as they will not be returned. Mail the original complaint form along with any copies of documents or records relevant to your complaint to the address below.

Complaints of discrimination must be filed within 180 days of the date of the alleged discriminatory act. If the alleged act of discrimination occurred more than 180 days ago, please explain your delay in filing this complaint.

**\*\*Your complaint cannot be processed without your signature.**

Complaints should be directed to:

Leah Hull  
Title VI Coordinator  
PO Box 342  
110 N Main St  
Monticello, IN 47960  
574-583-4585



Name of complainant	Date (month, day, year)
---------------------	-------------------------

**Provide the names of any individuals with additional information regarding your complaint:**

Name of witness 1 (first, middle, and last)		Title
Name of company		
Address (number and street, city, state and ZIP code)		
Home telephone number ( ) -	Work telephone number ( ) -	Cellular telephone number ( ) -
Include a brief description of the relevant information the witness may provide to support your complaint of discrimination.		
-----		
Name of witness 2 (first, middle, and last)		Title
Name of company		
Address (number and street, city, state and ZIP code)		
Home telephone number ( ) -	Work telephone number ( ) -	Cellular telephone number ( ) -
Include a brief description of the relevant information the witness may provide to support your complaint of discrimination.		
-----		

Name of witness 3 (first, middle, and last)		Title
Name of company		
Address (number and street, city, state and ZIP code)		
Home telephone number ( ) -	Work telephone number ( ) -	Cellular telephone number ( ) -
Include a brief description of the relevant information the witness may provide to support your complaint of discrimination.		
-----		
How would you like your complaint to be resolved?		
-----		
-----		

Name of complainant	Date (month, day, year)
---------------------	-------------------------

Have you filed a complaint alleging the same discrimination with another state or federal agency?  Yes  No

*If yes, please provide the following information for each agency:*

Name of the agency	Date complaint filed (month, day, year)
--------------------	---

Case number assigned to your complaint	Current status of your complaint
--	----------------------------------

How did you learn about your right to file a discrimination complaint with INDOT?

Signature	Date signed (month, day, year)
-----------	--------------------------------

**APPENDIX E: VOLUNTARY PUBLIC INVOLVEMENT SURVEY**



**110 N MAIN ST  
PO BOX 260  
MONTICELLO, IN 47960  
574-583-4585  
FAX 574-583-2884**

**VOLUNTARY TITLE VI PUBLIC INVOLVEMENT SURVEY**

White County is required to develop a procedure for gathering statistical data regarding participants and beneficiaries of its programs and activities (23 CFR §200.9(b)(4)). White County is distributing this voluntary survey to fulfill that requirement to gather information about the populations affected by a proposed project.

You are not required to complete this survey. Submittal of this information is voluntary. This form is a public document that White County will use to monitor its programs and activities for compliance with Title VI of the Civil Rights Act of 1964, as amended, and its related statutes and regulations.

If you have any questions regarding White County’s responsibilities under Title VI of the Civil Rights Act of 1964 or the Americans with Disabilities Act, please contact

**LEAH HULL, TITLE VI COORDINATOR**  
**110 N MAIN ST PO BOX 342**  
**MONTICELLO, IN 47960**  
**574-583-4585 fax : 574-583-0400**  
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You may return the survey by folding it and placing it on the registration table (if you received it at a public hearing or meeting) or by mailing or faxing it to the address above.

Date (month, day, year)	
Project Name	
Proposed Project Location	
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	Ethnicity: <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino
Race (Check one or more)	
<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Black or African-American
<input type="checkbox"/> Native Hawaiian or other Pacific Islander	<input type="checkbox"/> White <input type="checkbox"/> Multiracial
Age: <input type="checkbox"/> 1-21 <input type="checkbox"/> 22-40 <input type="checkbox"/> 41-65 <input type="checkbox"/> 65+	Disability: <input type="checkbox"/> Yes <input type="checkbox"/> No
Household Income:	
<input type="checkbox"/> \$0 - \$12,000	<input type="checkbox"/> \$12,001 - \$24,000 <input type="checkbox"/> \$24,001 - \$36,000
<input type="checkbox"/> \$36,001 - \$48,000	<input type="checkbox"/> \$48,001 - \$60,000 <input type="checkbox"/> \$60,001 +

Available in alternative format upon request

## **APPENDIX F: ISpeak Card**

- |  |                        |
|--|------------------------|
| <input type="checkbox"/> ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.   | 1. Arabic              |
| <input type="checkbox"/> Խոսողների կամ "սրբուհի" կարողանալու են չարտասրբանալի, կարողանալի կամ "կարողանալի" նա չարտասրբանալի: | 2. Armenian            |
| <input type="checkbox"/> যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বক্সে মাপ দিন।   | 3. Bengali             |
| <input type="checkbox"/> ឈ្មោះបញ្ជាក់ក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។   | 4. Cambodian           |
| <input type="checkbox"/> Motka i kahhon ya yangin ûntûngnu' manaitai pat ûntûngnu' kumentos Chamorro.                        | 5. Chamorro            |
| <input type="checkbox"/> 如果你能读中文或讲中文，请选择此框。  | 6. Simplified Chinese  |
| <input type="checkbox"/> 如果你能讀中文或講中文，請選擇此框。  | 7. Traditional Chinese |
| <input type="checkbox"/> Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.                                     | 8. Croatian            |
| <input type="checkbox"/> Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.  | 9. Czech               |
| <input type="checkbox"/> Kruis dit vakje aan als u Nederlands kunt lezen of spreken.   | 10. Dutch              |
| <input type="checkbox"/> Mark this box if you read or speak English.   | 11. English            |
| <input type="checkbox"/> اگر خواندن و نوشتن فارسی بلد هستید این مربع را علامت بزنید.   | 12. Farsi              |

- |                          |  |                    |
|--------------------------|--|--------------------|
| <input type="checkbox"/> | Cocher ici si vous lisez ou parlez le français.                                      | 13. French         |
| <input type="checkbox"/> | Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.                | 14. German         |
| <input type="checkbox"/> | Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά.                            | 15. Greek          |
| <input type="checkbox"/> | Make kazyè sa a si ou li oswa ou pale kretyòl ayisyen.                               | 16. Haitian Creole |
| <input type="checkbox"/> | अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएँ।                       | 17. Hindi          |
| <input type="checkbox"/> | Kos lub voj no yog koj paub twm thiab hais lus Hmoob.                                | 18. Hmong          |
| <input type="checkbox"/> | Jelölje meg ezt a kockát, ha megérti vagy beszéli a magyar nyelvet.                  | 19. Hungarian      |
| <input type="checkbox"/> | Markaan daytoy nga kahon no makabasa wenno makasaoka iti Ilocano.                    | 20. Ilocano        |
| <input type="checkbox"/> | Marchi questa casella se legge o parla italiano.                                     | 21. Italian        |
| <input type="checkbox"/> | 日本語を購んだり、話せる場合はここに印を付けてください。   | 22. Japanese       |
| <input type="checkbox"/> | 한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.   | 23. Korean         |
| <input type="checkbox"/> | Ἰσημεριάζετε ἢ γινώσκετε λατινικά.   | 24. Laotian        |
| <input type="checkbox"/> | Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim. | 25. Polish         |

<input type="checkbox"/>	Assinale este quadrado se você lê ou fala português.	26. Portuguese
<input type="checkbox"/>	Înscrisemți această celulă dacă citiți sau vorbiți românește.	27. Romanian
<input type="checkbox"/>	Пометьте этот квадратик, если вы читаете или говорите по-русски.	28. Russian
<input type="checkbox"/>	Обележите ovaj kvadratić ukoliko čitate или говорите српски језик.	29. Serbian
<input type="checkbox"/>	Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky.	30. Slovak
<input type="checkbox"/>	Marque esta casilla si lee o habla español.	31. Spanish
<input type="checkbox"/>	Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.	32. Tagalog
<input type="checkbox"/>	ใช้การใส่เครื่องหมายในช่องถ้าท่านอ่านหรือพูดภาษาไทย.	33. Thai
<input type="checkbox"/>	Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga.	34. Tongan
<input type="checkbox"/>	Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою.	35. Ukranian
<input type="checkbox"/>	اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔	36. Urdu
<input type="checkbox"/>	Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ.	37. Vietnamese
<input type="checkbox"/>	באסייבונט דעם קעסטל אויב איר ליענט אדער רעדט אידיש.	38. Yiddish